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Financial Management

***ADMINISTRATIVE ORDERS AND TRAVEL
ENTITLEMENTS***

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction prescribes specific processing requirements for administrative orders at Dobbins Air Reserve Base which are not included in applicable Air Force Instructions. This guidance is in addition to that contained in AFD 65-1, *Management of Financial Resources*; AFI 37-128, *Administrative Orders (PA)*; AFI 65-103, *Temporary Duty Orders*; and AFI 65-109, *Preparation of AF Form 938*. Additionally, guidance is provided to determine the local commuting area in accordance with DFAS-DER 7010-3, *Travel Transactions at Base Level* and DOD 7000.14-R, Volume 7, Part A, *Department of Defense Military Pay and Allowances Entitlements Manuals*, Table 2-4 and Paragraph 20502, including the date of travel to the reporting location. It applies to all 94th Airlift Wing and 22nd Air Force Reserve units located on Dobbins Air Reserve Base.

SUMMARY OF REVISIONS

Update various punctuation errors, sentence restructuring and organization symbols. The Series Of Orders (see [Attachment 1](#)) is redefined. New base policy for travel reimbursement (paragraph [16](#)).

1. Administrative Orders. There are numerous types of administrative orders. Refer to the Series of Orders Table, [Attachment 1](#), for the various types and the respective Office of Primary Responsibility (OPR) for each. This instruction provides specific procedures for the processing of AF Form 938, **Request and Authorization for Active Duty Training/Active Duty Tour** (RPA and MPA, Special Tour, School Tour and Annual Tour); DD Form 1610, **Request and Authorization for TDY Travel of DoD Personnel** (Civilian and Military); and AF Form 973, **Request and Authorization for Change of Administrative Orders**. The following regulations provide specific guidance for the preparation of these orders:

- 1.1. AF Form 938: AFI 65-109 and AFI 37-128.
- 1.2. DD Form 1610: AFI 65-103

1.3. AF Form 973: AFI 65-103.

2. Unit Orders Program. Use Air Force Reserve Command (AFRC) automated Unit Orders Program to prepare AF Form 938, AF Form 973 and DD Form 1610 orders.

2.1. Transmittal packages generated by the Unit Orders Program may be submitted to 94 AW/FMAO at any time during normal business hours (0800 - 1600, Mon - Fri). For orders to be completed and ready for same day pick up, after 1100 hours, the transmittals packages must be delivered to 94 AW/FMAO no later than 0900 hours. Generally, orders should be prepared within 30 days of the tour start date. Preparing orders too early can impact funding availability. Transmittals packages will only contain orders for the same quarter. Submit separate transmittals packages for orders that are in a future/upcoming quarter.

2.1.1. Units with an emergency/urgent requirement for completion of orders in less time than specified above must obtain verbal “walk-through” approval from the Comptroller (94 AW/FM), Financial Services Officer (94 AW/FMF), or Financial Analysis Officer (94 AW/FMA). This approval authority will not be further delegated to any other personnel. Instances for “walk-through” orders processing will be limited to bonafide mission requirements or urgent individual circumstances. Requests for “walk-through” orders with an effective date of more than three work days from date of the request will not be approved.

2.2. Accomplish separate transmittal sheets for Verbal Orders. Transmittal sheet must be signed, faxed and delivered to 94 AW/FMAO. Approving Officials must approve/sign all verbal orders. See paragraph 3.3. for Approving Official guidance. Verbal Orders will not be combined with normally processed orders.

2.3. Amendments/Revocations/Rescissions (AF Form 973) are produced in the automated Unit Orders Program, and will be submitted in the same time frame specified in paragraph 2.1.

2.4. Copies of orders will be distributed by 94 AW/FMAO in accordance with Column E of the Series of Orders Table, Attachment 1. Units/Agencies are responsible for reproducing copies of orders for their members.

3. Orders Approving Official. The Unit Commander/Division Chief is the Orders Issuing/Approving Official for the activity. Alternates may be designated.

3.1. Units and staff agencies must furnish the 94 AW/FMAO a letter identifying individuals authorized to approve orders. Update the memorandum as changes occur.

3.2. The Orders Approving Official for Air Reserve Technician (ART) personnel requesting a Special Tour of Active Duty to be performed at home station will be as follows:

3.2.1. For 94 AW personnel not aligned under a Group Commander, including 94 ASTS, the Wing Commander.

3.2.2. For members of 94 OG, 94 MXG and 94 MSG units, the respective Group Commander.

3.2.3. For HQ 22 AF assigned personnel, the Vice Commander and LG, DO and RSG Commanders as appropriate.

3.3. The Orders Approving Official for verbal orders confirmed more than one day after the fact will be as follows:

3.3.1. For 94 AW personnel not aligned under a Group Commander, including 94 ASTS, the Wing Executive Officer (94 AW/CCE).

3.3.2. For members of 94 OG, 94 MXG and 94 MSG units, the respective Group Commander.

3.3.3. For HQ 22 AF assigned personnel, the Vice Commander and LG, DO and RSG Commanders as appropriate.

4. Orders Authentication Official. The Orders Authentication Official for 94 AW and HQ 22 AF units at Dobbins ARB is the 94 AW/FM (Comptroller).

5. Group Orders. Obtain 94 AW/FM (Comptroller) approval prior to preparing group orders.

6. Amendments/Revocations/Rescissions. The Automated Active Order (AF Form 938) and the Temporary Duty Order (DD Form 1610) will generally be amended, revoked or rescinded using AF Form 973.

6.1. In cases involving significant changes in conditions or status, an organization may revoke or rescind the original order with a subsequent order issued in the same series. The subsequent order must be published no later than five (5) duty days from the effective date of the original order. Effective date is defined for these purposes as the tour start date or the day the member leaves for the reporting location.

7. Verbal Orders of the Commander (VOCO). Whenever circumstances prevent written orders in advance of an individual reporting for duty, Verbal Orders of the Commander are the authority for the performance of that duty until the official written orders are produced. When this situation occurs, strictly comply with Air Force guidance (AFI 65-103, 1.2.14).

7.1. Include a statement in the remarks section of AF Form 938/DD Form 1610 explaining why written orders were not issued earlier. Include the date and by whom the verbal order was issued.

8. Meals Availability Statements. Meals availability statements are required in the Remarks Section of orders (AF Form 938/DD Form 1610) for all military and civilian personnel. Include statements for each location in the member's itinerary. Periodic audits of orders/travel vouchers will be conducted by 94 AW/FM to ensure compliance with this policy. Use the following Meals Availability Statements as appropriate:

8.1. All government meals are available and directed.

8.2. Partial government meals are available and directed.

8.3. Government meals are not available or directed.

9. Military Personnel Appropriation Orders (MPA). MPA orders are funded by commands/components other than Air Force Reserve Command. Travel expenses are initially charged to unit O&M funds on Air Mobility Command (AMC) MPA orders. Reimbursement is made after the fact through AFRC channels. For this reason, MPA orders require the authorization for MPA orders provided in message or e-mail form from the command/component. This authorization will include the authorized unit, MEAN code, Man-Day ID, Mission, Dates, number of officer and enlisted days provided, and ESP code. Accomplish the following when preparing MPA orders:

9.1. Include the Reference Authority in the Remarks section of the AF Form 938 - Authority: Title 10 U.S.C. 12301(d) & AFI 36-2619, date of HQ USAF/DPRR letter announcing annual program and appropriate command or agency code.

9.2. HQ USAF/DPRR, 1040 Pentagon, Washington DC 20330-1040 (one copy) must be included in the distribution block for AF Form 938 (Orders)/AF Form 973 (Amendments/Revocations/Rescissions).

9.3. Include the ESP code in Block 28. If not on the authorization message, the orders preparer must contact the POC for the authorization message and obtain it. The ESP code is critical in obtaining reimbursement for the unit.

9.4. Provide a copy of all MPA authorization messages to 94 AW/FMAO.

10. Overseas Orders. Often there are special requirements and remarks for orders prepared for personnel performing duty overseas/outside of the continental United States (OCONUS). Some of these requirements/remarks are listed below.

10.1. The OCONUS (Overseas) orders - regardless of type tour - must indicate 94 LRS coordination on the transmittal form. Overseas order packages received by 94 AW/FMAO without this coordination block will not be processed.

11. Initial Active Duty For Training (IADT) Fund Cite. When IADT is performed before or after tour of duty or away from home station, the IADT fund cite will be included in the Remarks Section.

12. Corporate Limits. The area which incorporates Dobbins ARB (to include the city limits of Marietta, GA and Smyrna, GA) is defined as the Corporate Limits for Dobbins ARB, GA. No per diem or travel allowance is payable for members who reside within the Dobbins ARB Corporate Limits, when reporting to Dobbins ARB for duty.

13. Commuting Area. The zip codes defining the commuting area for Dobbins ARB, GA are contained in [Attachment 2](#). The commuting area is defined by USPS Zip Codes to include all areas within 55 miles from Dobbins ARB. As zip code areas grow, the US Postal Service may subdivide a zip code, which would result in a new postal zip code. If the newly added zip code was located in a zip code identified in this instruction as being within the commuting area, then the new zip code is considered to be within the commuting area of Dobbins ARB, GA. Per Diem is not payable within the commuting areas defined. Travel allowance is payable at the rate in effect at the time the travel is performed.

14. Special Conveyance (Rental Car). All requests for special conveyance (rental car) will be accomplished in memorandum format as illustrated in [Attachment 3](#). This format documents contact with the TDY transportation facility. It also provides for a basic cost comparison of other modes of transportation and must be completed. Approving authority resides with the Group Commander or Wing Commander, for wing assigned units. A copy of the completed Rental Vehicle Request memorandum, signed by the appropriate approving authority, must accompany the orders transmittal when special conveyance is authorized in the orders remarks. DoD guidance states that personal preference or minor inconvenience to the traveler will NOT be the basis for the use of special conveyances instead of less expensive modes of transportation.

14.1. HQ 22 AF assigned personnel are not required to comply with paragraph **14**. Requests for Special Conveyance (Rental Car) will be according to the policy of HQ 22 AF/CC or Directorates.

15. Actual Expense Authority (AEA). All requests for Actual Expense Authority will be accomplished utilizing the format in **Attachment 4**. AEA will be used when circumstances require a member to be lodged in a facility that exceeds the per diem rate for the area traveled to. Maximum allowable reimbursement under AEA is limited to 150% of the normal per diem rate amount.

16. Travel Reimbursement. A copy of a certified order must accompany DD Form 1351-2 for travel reimbursement. Orders for travel reimbursement within the commuting area must be completed on a certified order.

WILLIAM P. KANE, Brig Gen, USAFR
Commander

Attachment 1

SERIES OF ORDERS

RULE	A	B	C	D	E
	IF THE ORDER PERTAINS TO	FUNCTIONAL OPR	ORDER SERIES	DISTRI- BUTION CODE	NUMBER OF COPIES TO PROVIDE
1	Automated RPA and MPA Special Tour, School Tour and Annual Tour	FM	RO D RO DN	D	94 AW/FM(1) 94 MSG/FR (1) 94 MPF/DPMA (1)
2	Manual Amend-ments/Re-vocations and Rescissions (AF Form 973) to RPA/MPA, School and AT orders	FM	RO DA RO DNA	D	94 OG/OGF (1) Unit (1) File (1) Individual* (6) *will be reproduced by unit/agency
3	Automated Tempo-rary Duty (Mil or Civ, DD Form 1610)	FM	SO T SO TN	B	File (1) Unit (1)
4	Manual Amend-ments/Re-vocations and Rescissions (AF Form 973 to Tempo-rary Duty (Civ/Mil) Invitational Travel Orders	FM	SO TA SO TNA	B	94 AW/FM (1) Individual * (6) *will be reproduced by unit/agency
5	Contractor Tempo-rary	LGC	SO TB	B	94 MSG/DPC (1) 94 AW/FM (1)
6	Civilian TDY to attend Training	DPC	SO Y	BA	File (1)
7	Amendment/ Revocation/ Rescis-sions to Civ TDY for Training	DPC	SO YA	BA	Unit (1) Individual (20)

Attachment 2**ZIP CODES - COMPRISING WILL COMMUTE AREA**

30001	30036	30079	30120	30155	30208	30269	30542
30002	30037	30083	30121	30159	30211	30271	30566
30003	30038	30084	30122	30161	30213	30272	30620
30004	30039	30085	30123	30162	30214	30273	30680
30005	30040	30086	30126	30163	30215	30274	30701
30009	30041	30087	30127	30164	30221	30277	30703
30010	30042	30088	30128	30165	30226	30278	30734
30011	30043	30089	30130	30168	30227	30281	31106
30012	30044	30091	30131	30171	30232	30287	31107
30013	30045	30092	30132	30174	30236	30288	31119
30017	30046	30093	30133	30175	30237	30289	31126
30019	30047	30094	30134	30177	30238	30290	31131
30020	30048	30095	30135	30178	30239	30291	31139
30021	30049	30096	30136	30179	30243	30294	31141
30022	30050	30097	30137	30180	30244	30296	31145
30023	30051	30098	30139	30183	30245	30297	31146
30024	30052	30099	30141	30184	30246	30298	31150
30026	30057	30101	30142	30187	30247	303XX	31156
30027	30058	30102	30143	30188	30249	30501	31191
30028	30059	30103	30144	30189	30250	30502	31192
30029	30071	30106	30145	30195	30252	30503	31193
30030	30072	30107	30146	30198	30253	30504	31195
30031	30073	30109	30148	30199	30259	30505	31196
30032	30074	30110	30149	30201	30260	30506	31197
30033	30076	30111	30151	30202	30263	30507	31198
30034	30076	30114	30152	30203	30264	30517	31199
30035	30077	30115	30154	03207	30265	30518	39901
	30078				30268	30519	

Attachment 3**RENTAL VEHICLE REQUEST FORMAT**

(Date)

MEMORANDUM FOR (Unit Commander)

FROM:

SUBJECT: Rental Car Request

1. Request a rental car for _____ (individual); trip to _____ (TDY location), on _____ (tour dates).

Spoke with _____ at (nearest TDY government transportation office) _____ at DSN or FTS _____; there are no vehicles available. Bus/van transportation is not available for students/conferences/participants to this TDY activity.

2. Cost Comparison:

a. Taxi fare: _____ Lodging location: _____, miles X trips _____
 Eating locations; _____, miles X trips _____
 Airport locations; _____; miles X trips _____
 Total taxi fare: \$ _____

b. Rental car fee: Rate _____ X days _____ = _____
 additional mileage fee _____ X miles _____
 Total rental car fee: \$ _____

Requester: _____

1st Ind, Commander/Functional Chief:

Date: _____

Recommend Approval/Disapproval

Commander/Functional Chief Title/Signature Block

2nd Ind, (Approving Authority)

Date: _____

Approved/Disapproved

Approving Authority Signature Block

Attachment 4

94 AW TDY ACTUAL EXPENSE AUTHORITY REQUEST

(Date)

MEMORANDUM FOR: 94 AW/CC

94 AW/FMF

UNIT CC or SENIOR ART

(IN TURN)

FROM: _____

SUBJECT: Actual Expense Authority Request

1. I request Actual Expense Authority in conjunction with order number _____ for the following reason(s):

_____ Lodging was not available on base or at contract quarters. The non-availability number issued by the TDY base lodging office is _____.

_____ The purpose of the TDY was to attend a conference/training/meeting which required me to stay at the location of the conference/training/meeting.

_____ The purpose of the TDY was to accompany dignitaries. Mission requirements dictated that I stayed at the same location as the dignitaries.

_____ (For TDY to non-military locations). No motels in the TDY vicinity offered a government rate or the government rate was more than the maximum allowable reimbursable rate. I contacted the following three motels for reservations and was quoted a rate in excess of the allowable rate: (List motel name, phone number and rate quoted).

_____ Available lodging was substandard. Please explain:

2. Please identify, by name, all members assigned to Dobbins who were affected by these conditions during the time of your TDY.

3. Attached to this letter is a copy of my orders and the lodging receipt(s) for which I am requesting actual expense approval.

(Requester's Name and Rank)

For FMF use only

JTR/JFTR Maximum allowable lodging rate is: _____

Maximum actual expense rate is: _____

_____ Approved _____ Disapproved